

## **WATER METER SERVICE WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** Installs water meters. This is semi-skilled work involving responsibility for the removal of old or defective water meters, and the installation of new meters. The work involves the performance of semi-skilled mechanical tasks, primarily of a routine and repetitive nature. Work may also involve meter repair and the installation and repair of more complex commercial meters. Work is performed under the general supervision of the Water Meter Installation Foreman who handles the more difficult problems or situations. Supervision is not a responsibility of employees in this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Removes old and defective water meters and installs new ones using small hand tools;
- Installs remote boxes on the outside of buildings to enable meters to be read outside. This involves drilling a hole through the foundation, running a wire from the meter to the outside of the building, connecting the wire to the remote box and then attaching the remote box to the building;
- Tests meters for accurate functioning at varying rates of water flow, also checks for water leaks and then takes appropriate action;
- Checks condition of water pipes and valves while installing meters and if in need of repair contacts the owners and the Foreman;
- Investigates the more simple complaint calls about possible defective meters, corrects problem if possible or refers the problem to the Water Meter Installation Foreman;
- Maintains records of work performed and time spent on job;
- May remove old and defective meters, bring them back to shop to repair or cleans and then reinstalls them;
- May remove and then install or repair commercial water meters;
- May measure the frontage and height of new or renovated structures and then inspects them to determine whether water is being properly metered;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the methods, materials, tools and practices used in water meter installation and repair;
- Ability to follow oral and written directions;
- Working knowledge of personal computers and office equipment;

- Ability to deal effectively with others;
- Ability to learn to operate bench tools and small manual and power tools with some skill;
- Ability to lift a minimum of fifty (50) pounds;
- Manual dexterity;
- Mechanical aptitude;
- Tact;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

One (1) year of satisfactory full-time paid experience in the installation or repair of water meters or in a related construction trade.

**SPECIAL NOTE:**

Valid NYS Driver's License is required at the time of appointment and for the duration of employment.

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